

MEMORANDUM FOR ALL PROGRAM MANAGERS

FROM: HQ ARPC/DPRPT  
6760 E. Irvington Place #2500  
Denver, CO 80280-2500

SUBJECT: Message: FY05-47 ;Outstanding Officer and Enlisted Individual Mobilization Augmentees (IMA) of the Year Awards

1. EACH YEAR MAJCOM/AGENCY IMA PROGRAM MANAGERS ARE GIVEN THE OPPORTUNITY TO RECOGNIZE OUTSTANDING PERFORMANCE BY IMAS. YOU ARE INVITED TO SUBMIT ONE OFFICER AND ONE ENLISTED IMA AS YOUR OUTSTANDING OFFICER AND ENLISTED IMAS OF THE YEAR FOR 2004. PLEASE MAKE EVERY EFFORT WHEREVER POSSIBLE TO DESIGNATE BOTH AN OFFICER AND AN AIRMAN NOMINEE.

2. A SPECIAL SELECTION BOARD WILL CONVENE IN MID-MARCH 2005 AT HQ ARPC TO CONSIDER YOUR NOMINEES FOR SELECTION AS IMAS OF THE YEAR FOR 2004. THE TWO INDIVIDUALS SELECTED WILL BE HONORED AT THE ANNUAL RESERVE OFFICERS ASSOCIATION NATIONAL CONVENTION, TYPICALLY HELD IN THE SUMMER OF 2005. SELECTIONS WILL BE ANNOUNCED BY MESSAGE FROM HQ ARPC.

3. NOMINEES MUST MEET THE CRITERIA ESTABLISHED IN AFI 36-2808, IN ADDITION TO THE CRITERIA ESTABLISHED WITHIN YOUR ORGANIZATION. \*\*\*\*IMPORTANT NOTE: AFI 36-2808 IS CURRENTLY UNDER REVISION. PENDING REVISIONS ARE NOTED IN THIS MESSAGE IN BOLD PRINT\*\*\*.

A. OFFICER NOMINEES WILL BE LIMITED TO THE GRADE OF LT COLONEL (O-5) OR BELOW. ENLISTED NOMINEES IN THE GRADES OF SMSGT (E-8) AND BELOW ARE ELIGIBLE. **COLONEL AND CMSGT SELECTEES ARE NOT ELIGIBLE FOR CONSIDERATION.**

B. INDIVIDUALS MUST BE AN IMA.

C. INDIVIDUALS MUST HAVE BEEN ASSIGNED AS AN IMA TO THE NOMINATING ORGANIZATION DURING PART OR ALL OF THE AWARD YEAR (2004) AND MAY USE ONLY ACHIEVEMENTS PERFORMED WHILE AN IMA.

4. THE FOLLOWING NOMINATION PACKAGES (ORIGINAL PLUS ONE COPY) MUST REACH HQ ARPC/DPRPT NLT **\*\*4 MAR 05\*\*** AND CONSIST OF THE FOLLOWING:

A. DESCRIPTION OF ACHIEVEMENTS USING AF FORM 1206, NOMINATION FOR AWARD (IMT-V2). **ANY VERSION OTHER THAN THE IMT VERSION OF THE 1206 WILL NOT BE ACCEPTED.** USE BULLET FORMAT ONLY, NOT A FLOWING NARRATIVE. LIMIT TO ONE SINGLE-SPACED TYPEWRITTEN PAGE. NOMINATIONS SHOULD INCLUDE SPECIFIC FACTS AND EXAMPLES SHOWING THE INDIVIDUALS ARE EXCEPTIONAL. NOMINATIONS MUST INCLUDE THE FOLLOWING AREAS CITING EXAMPLES THAT OCCURRED DURING THE 2004 CALENDAR YEAR ONLY. ENTITLE EACH AREA IN BOLD PRINT USING THESE TITLES:

(1) SPECIFIC ACCOMPLISHMENTS IN THE FUNCTIONAL AREA.

(2) PROCEDURES OR IDEAS THAT RESULTED IN BENEFITS TO RESERVISTS, USAFR, USAF, OR JOINT SERVICE COMMUNITIES.

(3) ATTENDANCE RECORD, JOB PERFORMANCE, AND ATTITUDE.

(4) EDUCATIONAL ACHIEVEMENTS (MISSION ORIENTED) AND OTHER SELF-IMPROVEMENT EFFORTS.

(5) LEADERSHIP, PROFESSIONALISM, CULTURAL AND SOCIAL ACTIVITIES THAT REFLECT FAVORABLY ON THE USAFR.

B. BIOGRAPHICAL SKETCH. USE BASIC FORMAT AS PRESCRIBED IN AFI 36-2805, SPECIAL TROPHIES AND AWARDS, ATCH 2.

C. ENCLOSE A 3.5 INCH DISKETTE CONTAINING WRITE-UP (AF FORM 1206) AND THE BIOGRAPHICAL SKETCH, ON THE DISK INDICATE THE NAME OF THE AWARD NOMINEE, CATEGORY, ORGANIZATION AND THE FORMAT USED.

D. STATEMENT TO CERTIFY THAT NOMINEE MEETS AIR FORCE PHYSICAL FITNESS STANDARDS.

E. FULL LENGTH (8X10, ¾ TURN POSE) COLOR PHOTOGRAPH IN SERVICE DRESS UNIFORM. PHOTO MUST BE WITHIN 12 MONTHS OF PACKAGE SUBMISSION. ALL AUTHORIZED RIBBONS AND BADGES MUST BE WORN AND APPEARANCE MUST BE WITHIN STANDARDS.

F. TRANSMITTAL LETTER FROM THE MAJCOM/AGENCY IMA PROGRAM MANAGER ENDORSING THEIR NOMINEE(S). THIS LETTER MAY INCLUDE MISSION IMPACT STATEMENTS OR OTHER PERTINENT INFORMATION REGARDING THE FITNESS OF THE NOMINEE FOR THIS AWARD. LIMIT TO ONE TYPEWRITTEN PAGE.

5. IN THE EVENT YOU HAVE PERSONNEL DESERVING OF RECOGNITION ATTACHED TO YOUR ORGANIZATION FOR TRAINING AND ASSIGNED TO ANOTHER MAJCOM/AGENCY, YOU SHOULD FORWARD NOMINATION DATA TO THE PARENT MAJCOM/AGENCY ASAP FOR THEIR CONSIDERATION. NOMINATION CRITERIA FOR THESE MEMBERS IS THE SAME AS IN PARA 3 AND 4 ABOVE. **NOMINATIONS RECEIVED BY ARPC CONTRARY TO THIS INSTRUCTION WILL BE FORWARDED TO THE MAJCOM/AGENCY OF ASSIGNMENT FOR RESOLUTION.**

6. NOMINATING SUPERVISORS SHOULD COORDINATE NOMINATIONS WITH APPROPRIATE COMMANDERS TO ENSURE THAT NO UNFAVORABLE INFORMATION ON THE NOMINEE EXISTS PRIOR TO SUBMISSION TO THE PROGRAM MANAGER.

7. DO NOT SUBMIT PREVIOUSLY SELECTED IMA OF THE YEAR WINNERS (ARPC LEVEL COMPETITION).

8. ALL NOMINATIONS MUST BE RECEIVED BY ARPC/DPRPT NLT 05 MAR 05; DUE TO TIME CONSTRAINTS, THE SUSPENSE DATE CANNOT BE EXTENDED AND LATE NOMINATION PACKAGES WILL NOT BE ACCEPTED.

9. QUESTIONS MAY BE DIRECTED TO ARPC/DPRPT VIA E-MAIL TO ARPC.DPATMILTNG@ARPC.DENVER.AF.MIL OR TOLL FREE 1-800-525-0102.